

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



July 30, 1980

## ALL-COUNTY INFORMATION NOTICE I-80-80

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: CUBAN REFUGEES AND CUBAN/HAITIAN ENTRANTS (STATUS PENDING)

## REFERENCE:

This is to clarify and provide claiming instructions for identifying and reporting County Welfare Department (CWD) administrative costs related to Cuban/Haitian Entrants (status pending) and official Cuban refugee status cases on the CWD Administrative Expense Claim. Included are official Cuban refugee status cases classified as: 1) Cuban refugees who have entered the United States after October 1, 1978 and, 2) Cuban refugees who entered the United States prior to October 1, 1978.

Cuban/Haitian Entrants (status pending)

As you are aware, Cuban entrants who arrived in the United States during the period April 21 to June 19, 1980, and who are in INS proceedings as of June 19, 1980, and all Haitians who are in INS proceedings as of June 19, 1980, will be assigned the new INS alien status designation, Cuban/Haitian Entrant (status pending). Persons who receive this designation are eligible for the same range and funding of public assistance benefits as any other legally admitted alien if they meet all other eligibility requirements.

Counties are therefore instructed to charge time spent on these cases according to the existing time study instructions for the categorical aids for which they are applying (AFDC, Medical, Food Stamps, General Relief, etc.).

Although special federal funds for reimbursement of the state/county share of cost for Cuban/Haitian entrants are not currently available, the state intends to press for full federal reimbursement of all state/county costs. Consequently, if funds become available, it will be necessary to be able to separately identify those cases that qualify as Cuban/Haitian Entrants (status pending).

In order to ensure consistent and accurate case identification statewide, we recommend that a secondary/back-up time study method be used. Specifically, staff should record time spent on these cases to the appropriate categorical aid on their normal time study (DFA 43 and 46). The second time study should then be maintained to record only time spent on these cases in order to differentiate this time from the worker's total time. This time can then be noted in the margins of the DFA 323 and 47.

For example, on the DFA 323, if the total time charged for AFDC is 100 hours, of which 10 hours were spent on Cuban/Haitian Entrants (status pending) cases, report the 100 hours in A4 and note the 10 hours in the margin.

On the DFA 47, if the total time charged for Protective Services for Children is 50 hours, of which 7 hours were spent on Cuban/Haitian Entrants (status pending) cases, report the 50 hours in column 1 of line C2 and note the 7 hours in the margin. Examples are attached for your reference.

We also recommend that you maintain records that will enable you to identify direct costs associated to those cases.

#### Cuban Refugees After October 1, 1978 (nonphase down)

Counties are instructed to charge time spent on Cuban refugees who entered the country after October 1, 1978, according to the existing time study instructions under the applicable Cuban refugee programs. However, it will be necessary to separately identify those cases if additional funding becomes available under the Refugee Act of 1980.

Again, to ensure consistent and accurate case identification statewide, we recommend using the secondary/back-up time study described previously. Such cases should also be noted in the margin of the DFA 323, L through N, and of the DFA 47 in the margin of the appropriate activity. Examples are attached for your reference.

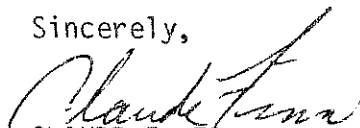
Again, we recommend maintaining records that will enable you to identify direct costs associated to those cases.

#### Prior October 1, 1978 Cuban Refugees (phase down)

Counties are instructed to charge time spent on those Cuban refugees who entered the county prior to October 1, 1978, according to the existing time study instructions. Refer to ACL 80-23 if further clarification is needed.

It is anticipated that aid claiming procedures will be released in the near future. If you have any questions you may contact County Fiscal Administration Bureau at (916) 445-7046.

Sincerely,

  
 CLAUDE E. FINN  
 Deputy Director  
 Administration

Attachments

cc: CWDA

SOCIAL SERVICES TIME STUDY SUMMARY  
AND PROGRAM ALLOCATION RATIOS

EFFECTIVE OCTOBER 1979

DEPARTMENT OF SOCIAL SERVICES

COUNTY

QUARTER ENDING

		HOURS FROM DFA 46 (not hours for Separate Admin. Unit located at county welfare department)	RATIO OF EACH LINE TO SUBTOTAL FOR CATEGORY 1/	RATIO OF EACH CATEGORY TO GRAND TOTAL 2/
A	FAMILY PLANNING			
B	IN HOME SUPPORTIVE SERVICES (IHSS) COUNTY PROVIDERS/SUPERVISION			
OTHER TITLE XX SERVICES	C 1. INFORMATION AND REFERRAL			
	2. PROTECTIVE SERVICES FOR CHILDREN (7)	50	.684932	
	3. PROTECTIVE SERVICES FOR ADULTS			
	4. OUT OF HOME CARE SERVICES FOR CHILDREN			
	5. OUT OF HOME CARE SERVICES FOR ADULTS			
	6. CHILD DAY CARE SERVICES			
	7. HEALTH RELATED SERVICES			
	8. IHSS STAFF ACTIVITIES / SERVICE ARRANGEMENT			
	9. EMPLOYMENT-RELATED SERVICES			
	10. SPECIAL CARE FOR CHILDREN IN THEIR OWN HOME			
	11. HOME MANAGEMENT / OTHER FUNCTIONAL EDUCATIONAL SERVICES			
	12. EMPLOYMENT / EDUCATION / TRAINING			
	13. SERVICE FOR CHILDREN WITH SPECIAL PROBLEMS			
	14. SERVICES TO ALLEVIATE / PREVENT FAMILY PROBLEMS			
	15. SUSTENANCE			
	16. HOUSING REFERRAL SERVICE			
	17. LEGAL REFERRAL SERVICE			
	18. DIAGNOSTIC TREATMENT SERVICES FOR CHILDREN (4)	23	.315068	
	19. SPECIAL SERVICES FOR THE BLIND			
	20. SPECIAL SERVICES FOR ADULTS			
	21. SERVICES FOR DISABLED INDIVIDUALS			
	22. SERVICES TO COUNTY JAIL INMATES			
	23. SUBTOTAL C1 - C22 (11)	73	1.00000	
	24. MULTI-SERVICE ACTIVITIES			
	25. SUBTOTAL C1 - C24 (EXCLUDE C23 SUBTOTAL) (11)	73		.311966
D	1. ADOPTIONS - RELINQUISHMENT (10)	60	1.0000	
	2. ADOPTIONS - INDEPENDENT			
	3. SUBTOTAL (10)	60	1.00000	.256410
E	CHILD PROTECTIVE SERVICE (CPS) - EMERGENCY RESPONSE			
F	SSI / SSP OUT OF HOME CARE UNLICENSED HOME			
G	WIN (42)	101		.431624
H	CHILD WELFARE SERVICES			
I	INDOCHINESE			
J	EARLY PERIODIC SCREENING DIAGNOSIS AND TREATMENT			
K	LICENSING			
L	AB 922 IHSS			
M	OTHER COUNTY ONLY PROGRAMS			
N	GENERAL RELIEF			
O	CPS - EMERGENCY RESPONSE BACKUP SERVICES - TITLE XX			
P	CPS - EMERGENCY RESPONSE BACKUP SERVICES - TITLE IV-B (CWS)			
Q				
R				
S	NONALLOCABLE *			
T	GRAND TOTAL (63)	234		1.0000

1/ To obtain column 2 ratios, divide the hours in each category by category subtotal. Use C23 SUBTOTAL for other Title XX services ratios.

2/ To obtain column 3, divide the total of each category A through P, Column 1, by the Grand Total, Line T, Column 1.  
Show total hours from the DFA 46, but do not include in Line T, Grand Total.

DFA 47 (10/79)

## ELIGIBILITY TIME SUMMARY AND PROGRAM ALLOCATION RATIOS

Effective July 1979

Quarter Ending				TOTAL ALLOCABLE HOURS 4/	ALLOCATION RATIO 5/	
PROGRAM						
		Hours		1/		
		EW	Sup.			
A F D C	A1 Intake	50	10	Enter total hours for AFDC Lines A1 through A3 ↓	A	
	A2 Continuing	20	7			
	A3 Quality Control	8	5			
	A4 TOTAL (10)					100
	B M E D I C A L	B1 Intake	5	2	Enter total hours Medi-Cal and MC Lines B1 through B3 ↓	B
B2 Continuing		10	4			
SSI/SSP Medi-Cal B3 Temp Cards						
B4 TOTAL (5)				21		
C		General Relief				C
D	Other County Only Programs				D	
E N A F S	E1 Intake			Enter total hours for Nonassistance Food Stamps Lines E1 through E3 ↓	E	
	E2 Continuing					
	E3					
	E4 TOTAL					
	F	Aid to the Potentially Self-Supporting Blind				F
G	State Adult Programs				G	
H	Emergency Loans				H	
I	Indochinese - Medical Assistance				I	
J	Indochinese - AFDC				J	
K	Indochinese - Non AFDC				K	
L	Cuban - AFDC (12)			50	.226244	L
M	Cuban General Relief (7)			25	.113122	M
N	Cuban Medically Needy (10)			25	.113122	N
O	Child Support					O
P						P
Q						Q
R						R
S	Nonallocable	HOURS		6/		S
T	TOTAL (44)			221	1.00000	T

1/ Transfer hours for AFDC from DFA 43 to functions A1 through A3 respectively. Break out time to EW and EW Supervisor classifications.

2/ Transfer hours for Medi-Cal Line B from DFA 43 to functions B1 through B3 respectively. Break out time to EW and EW Supervisor classifications.

3/ Transfer hours for Nonassistance Food Stamp from DFA 43 to functions E1 through E3. Break out time to EW and EW Supervisor classifications.

4/ Total Allocable Hours - Accumulate from DFA 43.

5/ Allocation Ratio - Determine ratios by dividing Total Allocable Hours for each program by Total Allocable Eligibility Hours (Line T.)

6/ Transfer hours for Nonallocable from DFA 43, Line S.

\* NONALLOCABLE HOURS ARE NOT TO BE ADDED TO LINE T, OR USED WHEN COMPUTING ALLOCATION RATIOS.